

**SUBDIVISION APPLICATION
FOR PUBLIC REPORT**

**CHECK LIST FOR
MINIMUM FILING REQUIREMENTS**

1. _____ **Subdivision Questionnaire**; Complete with executed and notarized signature page.
2. _____ **\$500.00 filing fee** provided by check made payable to the Arizona Department of Real Estate
3. _____ Legible recorded **plat** no larger than 11" x 17"
4. _____ Recorded **Condominium Declaration**, if applicable
5. _____ Recorded **Condominium Map**, if applicable
6. _____ **Title Report** written on the recorded subdivision legal description and which demonstrates the applicant's recorded interest in the property.
7. _____ Recorded Subdivision **Restrictions** (CC&Rs)
8. _____ **Certificate of Approval of Sanitary Facilities for Subdivisions** (ADEQ or delegate)
9. _____ **Certificate of Assured Water Supply**, if applicable (ADWR)
10. _____ **Water Adequacy Report**, if applicable (ADWR)
11. _____ **Draft Public Report on a 3½" Computer diskette** formatted for Microsoft Word 7.0 for Windows 95 containing the public report prepared in the Department's published format.
12. _____ If the development is located outside of Arizona, copy of **situs state's public report**, their equivalent report or other approval document.